

Suggestions for a Smooth Testing Process

- ✓ Start testing preparations early and plan ahead. Assign a building coordinator.
- ✓ Gather testing materials as soon as online tools/booklets are available. Keep secure and in a locked room.
- ✓ Read all security requirements; building principals need to sign the security agreement received through email via Echosign. DACs need to sign a confidentiality agreement received through email via Echosign.
- ✓ Attend training. Prepare to train all test administrators and proctors.
- ✓ Examine student lists for accuracy and building assignments. Verify all NSSRS testing rosters.
- ✓ Take advantage of all practice test opportunities.
- ✓ Develop scheduling plan for testing window.
- ✓ Establish a testing setting that matches the instructional setting as much as possible (For example, an auditorium setting for testing is not like a classroom setting).
- ✓ Protect instructional time as much as possible.
- ✓ Do not wait until the end of the testing window to begin testing.
- ✓ Avoid Mondays as a test day.
- ✓ Communicate the testing plan with all staff.
- ✓ Communicate the importance of the test with staff and with students.